



COUNTY OF LOS ANGELES

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November 29, 2004

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina, Chair Pro Tem
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: Jon W. Fullinwider
Chief Information Officer

Subject: **COUNTYWIDE E-MAIL RETENTION POLICY INITIATIVE STATUS
REPORT AND PROPOSED PLAN OF ACTION**

On February 4, 2004, I informed your Board of my intent to convene a task force to examine issues relating to the County's e-mail usage and, more specifically, to develop a countywide policy that will serve to govern the retention of e-mail by all County departments.

On March 11, 2004, I advised your Board that I had assembled the Countywide E-mail Retention Policy Task Force, and scheduled an initial kick-off meeting on March 17, 2004. Subsequent meetings have been held with the following County departments participating:

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| <input type="checkbox"/> Assessor | <input type="checkbox"/> Internal Services |
| <input type="checkbox"/> Beaches & Harbors | <input type="checkbox"/> Mental Health |
| <input type="checkbox"/> Board of Supervisors – Exec.
Office | <input type="checkbox"/> Parks & Recreation |
| <input type="checkbox"/> Chief Administrative Office | <input type="checkbox"/> Public Defender |
| <input type="checkbox"/> Chief Information Office | <input type="checkbox"/> Public Library |
| <input type="checkbox"/> Coroner | <input type="checkbox"/> Public Social Services |
| <input type="checkbox"/> County Counsel | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> District Attorney | <input type="checkbox"/> Sheriff |
| <input type="checkbox"/> Children and Family Services | <input type="checkbox"/> Superior Court |
| <input type="checkbox"/> Community and Senior Services | <input type="checkbox"/> Treasurer/Tax Collector |
| <input type="checkbox"/> Human Resources | |
| <input type="checkbox"/> Health Services | |
| <input type="checkbox"/> Human Relations Commission | |

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As indicated in my previous status report, a draft document entitled ***Countywide Guidelines for the Retention and Destruction of E-mail*** has been developed by my staff and circulated to departments for review and comment. In addition County Counsel has provided suggested revisions to this draft. When all departmental comments have been addressed, County Counsel with assistance from my office will provide training to departmental managers on the implementation and use of these Guidelines under applicable federal and state law.

While developing the Guidelines, it became apparent that the disparate storage of e-mail related to discovery requests was becoming increasingly complex and costly. As a result, we have expanded the project to include as assessment of e-mail archiving solutions that would allow for a central repository and extraction by keyword allowing for a more cost effective and timely response to discovery or other types of requests. This action will ultimately lead to a competitive solicitation.

I will continue to provide your Board with a project status report every 60 days until this effort concludes. The next report will be submitted on Friday, January 28, 2005. I will also forward the final document that emerges from this effort for your review and discussion, if desired.

If you have any questions or require additional information concerning this initiative, please contact me at (213) 974-2008, or in my absence, Jonathan Williams, Chief Deputy, at (213) 974-2080.

JWF:AB:ygd

c: Department Heads
Department I/T Managers/CIOs
Countywide E-mail Retention Policy Task Force Members